



EXAMINATION OPEN TO THE PUBLIC

HOUSING AND COMMUNITY DEVELOPMENT DIRECTOR

ANNUAL \$ 99,559	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$127,707	GROUP: MP 70	DATE: NOVEMBER 18, 2011	NO: 110700OCFD

**PURPOSE OF CLASS:** In the Department of Economic and Community Development, Housing and Community Development Division, this class is accountable for directing program and financial assistance related to state and federal housing and community development programs.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 18, 2011:

**GENERAL EXPERIENCE:** Ten years of professional experience in administering housing and community development programs including large scale financial management or property and building management involving rental housing projects, home ownerships, rental housing sales, tax abatement or large scale urban renewal projects.

**SPECIAL EXPERIENCE:** Two years of the General Experience have been in a managerial capacity. (Note: Managerial capacity is defined as formulation program goals and objectives, developing and implementing program procedures, initiating program policies and developing and controlling the budget.)

**SUBSTITUTIONS ALLOWED:** (1) College training in Housing and Community Development, Housing Studies, Housing and Human Environments, Public Administration or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in Housing and Community Development, Housing Studies, Housing and Human Environments, Urban Planning, Public Administration or a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** Employees in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and objectives of housing and community related programs to include HOME, STEAP, CDBG, FLEX, Housing Trust, and ECL; knowledge of public housing management and associated processes; knowledge of real estate development; knowledge of public and private housing financing models; knowledge of home mortgage underwriting; knowledge of municipal housing authority's functions and processes; considerable interpersonal skills; considerable oral and written communication skills; public speaking and presentation skills

THE EXAMINATION WILL BE COMPOSED OF:	<b>PART</b>	<b>WEIGHT</b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. In your application please detail your experience with housing (including public housing) and community related programs, including HOME, STEAP, CDBG, FLEX, Housing Trust and ECL. Also provide information on your experience managing the staff and operations of a program, unit or division including budget, management and policy development. Be specific as to actual duties performed and in what capacity. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by November 18, 2011.** A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. **Examination scores will be mailed by December 20, 2011.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.